CLAIMING Your Author Record in WEB OF SCIENCE

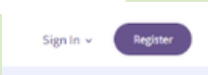
Web of Science automatically groups indexed publications into author records. Claiming your record lets you review the publications associated with you and start managing your researcher profile. Follow the steps below to get started.

HOW TO REGISTER IN WEB OF SCIENCE

1 FIND YOUR PROFILE

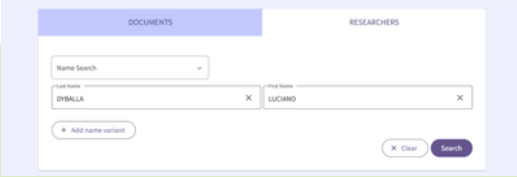
Access Web of Science through the Library E-resources and Databases page and sign in with your usual account.

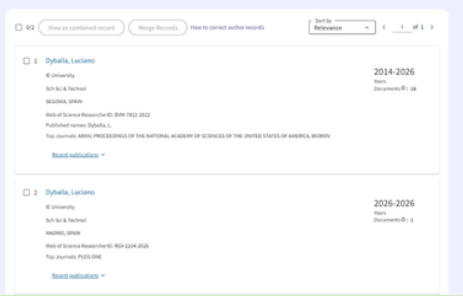
Then select the **Authors tab** and search for your name.



2 FIND YOUR AUTHOR RECORD

Use the **researcher search option** to search for your surname and first name or initials. Include other versions of your name if you have used them in publications.





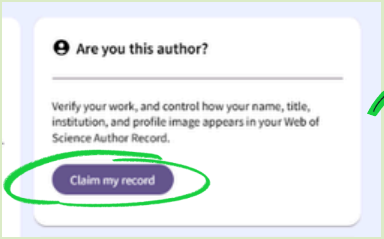
Check the **publications and affiliations to identify your author record**, as matching names alone are not enough.

In this example, Luciano Dyballa has two unclaimed records (no green check mark). **Web of Science allows you to merge duplicate records into a single profile**.

CLAIMING Your Author Record in WEB OF SCIENCE

3 CLAIM YOUR AUTHOR RECORD

Open the author record containing your publications and click "**Claim my record**". After that, follow the instructions to review the publication list and select only the publications you have authored. Submit your selection to complete the claim.



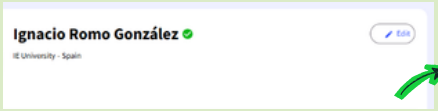
If your publications appear disseminated in several author records or **your record is already claimed** and you cannot access to it, contact the Library for help bringing them together (merge duplicates).

4 REVIEW AND UPDATE YOUR PROFILE

Once your claim has been processed, **check that the selected publications appear in your researcher profile**. Claimed profiles are identified by a green check mark next to the researcher's name.

Example of a claimed researcher profile:





To update your profile details, click "**Edit**" next to your name. In your profile settings, you can update your "**Display name"** and "**Primary Organization**".

Also, do not forget to check your publication list for missing works or publications that do not belong to you, and update it as needed.